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How to Manage Documents

You can see information about your documents and perform actions on them in the Document List.

	💦 Create 🗧 📑	Documents 🔢 Resources	🔯 View	? Help					
	Folder: My Documents	Folder: My Documents						R./	
	New folder	Create a Document 🔠 Create from a Template 🛧 Upload a Document View recent uploads / downloads							
	✓ A My Documents ► M Widgit Online Examples	🗎 Move 🖄 Gopy 🐻 Delete 🕴 Download 🖉 Search							
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You can also use the buttons above the Document List to perform various actions on your documents.

	ا 📤	Move 🔁 Copy 🐻 Delete 🔸 Download					
▼ Selec	t T	Tick the check boxes to select a document.					
title template Title	C	Click the title to open the document or grid in the editor.					
I Rena	me	If documents or folders don't have a symbol icon, the Rename icon will be highlighted orange.					
I Rena	me	Click the 'Rename' icon to rename your documents and folders, or to choose a symbol icon for them.					
Uiew View		Click the 'View' icon to read your document, listen to it and print or publish it.					
🔁 View	PDF	Click the 'View PDF' icon to see your document in a PDF format that can be printed.					
swDoc		Click the 'Download' SWDoc icon to download documents to your PC, which can be opened on the PC for use with SymWriter 2, or sent to another Widgit Online user for them to upload to their account. You can also download grids (the WODoc icons) for back up purposes or to transfer them to another account.					
WODoc Dow							
WODoc							
Last Modified Last Modi	ified S	Shows the last time that the document was edited.					
Search Search	:h Y	You can search for specific files in the Documents List.					

渣 Move	Move	Move documents to other folders.
💼 Сору	Сору	Copy documents to other folders.
🗿 Delete	Delete	Delete documents (these are moved to the 'Trash' folder).
🕂 Download	Download	Download documents to your computer.

NOTE: Group account users may find that they cannot perform all of these actions when accessing documents in **Shared Folders**. This will depend on the folder permissions granted to the User by their Manager or Administrator.